

## **NOTICE TO BIDDERS**

Notice is hereby given that the County of Webb is now accepting sealed proposals for the Old Juvenile Detention Building Remodeling located at 4101 Juarez, Laredo, Texas, project:

### **RFP 2011-08 "Old Juvenile Detention Building Remodeling"**

Sealed proposals must be submitted with one original and eight copies in one sealed envelope to the Office of the Webb County Clerk.

Sealed envelopes must be marked (Sealed-Proposals) with proposal number on front lower left-hand corner of envelope.

Proposals must be hand delivered or mailed to the following location:

**Webb County Clerk  
Webb County Justice Center  
1110 Victoria St., Suite 201  
Laredo, Texas 78042**

**A pre-bid conference will be held at the Webb County Purchasing Department Conference Room, 1110 Washington Suite 101, Laredo, Texas 78040, Thursday September 8, 2011 at 2:00 P.M. A tour of the building will be conducted following the meeting.**

Proposals must be delivered no later than **2:00 P.M. Tuesday, September 13, 2011** at which time all proposals will be opened and read aloud. Late proposals received after the time and date specified will have no consideration and be returned to respective proposer sealed and unopened.

Plans and specifications may also be viewed at web-site [www.webbcountytx.gov](http://www.webbcountytx.gov) under Purchasing Agent, Public Notices.

The County of Webb reserves the right to reject any or all proposals and waive formalities and irregularities.

If any additional information is required please contact, Webb County Purchasing Department, 1110 Washington, Suite 101, 956-523-4127.

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Dr. Cecilia May Moreno  
Webb County Purchasing Agent

Published      Monday, August 29, 2011  
                    Monday September 5, 2011

THIS FORM MUST BE INCLUDED WITH BID; PLEASE CHECK OFF EACH ITEM THAT APPLIES

## **“Sealed Proposal”**

### **RFP 2011-08 “Old Juvenile Detention Building Remodeling”**

- ☐ **Invitation to Bid**
- ☐ **Proposal Specification package**
  - ☐ **Proposal Form**
  - ☐ **Proposal Information**
- ☐ **Terms and Conditions**
- ☐ **Proof of no delinquent taxes owed to Webb County**
- ☐ **Conflict of Interest forms included**
- ☐ **Bid Bond and Performance and Payment Bond**
- ☐ **Notice to All Bidders - Contractor acknowledge having read section 110.110 – Reporting requirements for building or construction projects for governmental entities worker’s compensation insurance coverage (Construction only)**

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**Signature of person  
Completing this form**

**Webb County**  
**Proposal 2011-08 Old Juvenile Detention Building Remodeling**

**Section I - General**

Proposals will be received at the Webb County Clerk's Office, at 1110 Victoria Street, Suite 201, in the Webb County Justice

Webb County is soliciting sealed proposals from qualified contractors to do minor renovations to the old Juvenile Detention Center, located at 4101 Juarez, Laredo, Texas. Webb County proposes to renovate the center so that the South Texas Council on Alcohol and Drug Abuse (STCADA) organization can occupy and provide services to the community. The proposed renovations must meet ADA requirements and the listed needs of the organization in Exhibit "A" & "B" attached. Renovations are internal and do not add to the size of the building.

**Section II – Statement of Work**

- 2.1 Webb County is requesting sealed proposals for the minor renovations to the Old Juvenile Detention Center, which is a building approximately 10,000 Sq. Ft. in size; attached please find Exhibit "A" a floor plan with numbered areas and Exhibit "B" a list items work for each identified areas.
- 2.2 The old Juvenile Detention Center renovations are in the following areas in Exhibit "A"- Areas 1, 2, 3, 5, 9, 10, 14, 18, 19, 34, 36, 38, 43, 44, 45, 47, 48, 50 and 51 call for adding and/or remove existing doors, public phones, old blinds and walls. Areas 6, 7 and 8, 35, 37, 47, and 48, call for the creation of new office space. Area 52, calls for the improvement of its approach and/or its entrance's accessible to meet ADA compliance.

**Section III – Proposal Information**

- 3.1 Proposals will be received at the Webb County Clerk's Office, at 1110 Victoria Street, Suite 201, in the Webb County Justice Center building, in Laredo, Texas, at **2:00 p.m., on Tuesday, September 13, 2011.** Any proposals received after the specified time will not be considered. No proposal will be considered which is not accompanied by the attached Proposal Form and signed by the proper official of the firm.
- 3.2 Proposal information is restricted and not publicly available until after the award of the Contract.
- 3.3 While it is not mandatory, we strongly recommend that interested contractors participate in a pre-proposal conference which will be held at Webb County Purchasing Department Conference Room, 1110 Washington Suite 101, Laredo, Texas 78040 at **2:00 P.M. on Thursday, September 8, 2011.** Areas to be addressed materials, hardware, doors, flooring, paint, electrical, data, lighting, HVAC and ceiling renovations.
- 3.4 Criteria for Selection
  - a. Price (**50 points**)
    - Use Proposal Form provided by the county
    - Separate material cost from labor cost

- Identify other cost
- Total cost to be included
- b. Length of time necessary to complete the work **(25 points)**
  - Expected work requirement is within 90 Days of contract approval
- c. Experience **(15 points)**
  - Identify work performed during the past 2 years
  - Identify if any jobs have been similar to this one
- d. Knowledge of ADA building requirements and building standards (5 points)
  - Provide information that will help us judge your knowledge of required standards and compliance with American Disabilities Act building requirements
- e. Capacity to perform**(5 points)**
  - Identification and experience of personnel who will be assigned to supervise the completion of the work
  - List of 3 references with contact information where the proposed contractor has performed a similar job and where timely completion of job was important

**Total Score 100 Points**

#### **Section IV –Terms and Conditions**

4.1 Contractor is to submit proposed corrective action for each area of renovation to the County Engineer's office for its review and approval. Submittals are to include: materials, hardware, doors, flooring, paint, electrical, data, lighting, HVAC and ceiling renovations.



## Juvenile Detention Center Remodeling Areas

### Area # 1

1. Remove public telephone
2. Replace front door to be ADA compliant
3. Remove old blinds from front door and windows
4. Remove fan from lobby area
5. Remove existing doors on the south side of the lobby area and add one door as an exit door only (ADA compliant), to be used from the Prevention area towards the lobby area.

### Area # 2

1. Remove wall between the men restroom and the Medical Records / Reception area.

### Area # 3

1. Remove the existing door on the north side of the office and add a wall,
2. Add a door on the east side of the office, door handle needs to be ADA compliant
3. Add a wall on the south side of the office next to the door to close the office.
4. Remove the wall on the south side of the office to make the office bigger.

### Area # 5

1. Add a door to the treatment room on the north side of the room door handle needs to be ADA compliant

### Area # 6

1. Build an office approx measures 10x10 sq ft, door handle needs to be ADA compliant

### Area # 7

1. Build an office approx measures 10x10 sq ft, door handle needs to be ADA compliant

### Area # 8

1. Build an office approx measures 10x10 sq ft, door handle needs to be ADA compliant

### Area # 9 & 10

1. Add a wall to create two offices approx measurements 10x10 sq ft
2. Add a door office area # 9, door handle needs to be ADA compliant

Area # 13

1. Add a 5x5 ft window on the west side wall of the office.

Area # 14

1. Remove existing door and add a wall on the east side of the office
2. Add a door on the north side of the office, door handle needs to be ADA compliant

Area # 15

2. Add a 5x5 ft window on the west side wall of the office.

Area # 16

3. Add a 5x5 ft window on the north side wall of the office.

Area # 18

1. Create an office by adding a wall on the south and east side of the area.

Area # 19

1. Create an office by adding a wall on the south side of the area.

Area # 20

4. Add a 5x5 ft window on the north side wall of the office.

Area # 23

5. Add a 5x5 ft window on the north side wall of the office.

Area # 24

1. Convert this area in to an office aprox 9 x 9.

Area # 29

2. Add a 5x5 ft window on the north side wall of the office.

Area # 33

1. Expand UA restroom using the available space originally from area 24.
2. Remove the door on the south side of the area 24 (originally).

Area # 34

1. Create an office by removing the existing walls on the north and east side of the area and closing the office with aprox measurement 10 x 7 sq ft.
2. Add door on the east side of the area, door handle needs to be ADA compliant

Area # 35

1. Close the area to create an office with approx measurements of 10x7 sq ft. add door, door handle to be ADA compliant.

Area # 36

1. Remove existing door on the north side of the area and create an office by adding a wall on the south side and adding a door on the west side of the area, door handle to be ADA compliant.

Area # 37

1. Create an office by adding a wall and door on the west side of the office with aprox measurements of 9x10

Area # 38

1. Add a door to the HIV treatment room on the east side of the room, door handle needs to be ADA compliant.

Area # 43

1. Remove part of the wall on the north side of the area to open the access for the HIV group room.

Area # 44 & 45

1. Remove wall between the areas 44 & 55 to open the area.

Area # 46 & 47

1. Remove the walls of the existing showers.
2. Create offices on areas 46 & 47.
3. Add dry walls to all walls of areas 46 & 47

Area # 48

1. Remodel (counter) HIV Outreach area as a working station for 4 people.



Area # 49

2. Remove the fence on the south & west side of the gated area and install fence to close gated area as marked on floor plan, open the access to the prevention entrance.

Area # 50

1. Add a wall to close the access of the patio.

Area # 51

1. Add a door on the hall to block the access from the prevention area to the treatment group room entrance.
2. Add a door on the hall to block the access from the HIV area to the treatment group room entrance.

**ADA requirements for tentative approval of Substance Abuse Facility licensure:**

Area # 52

Accessible Approach/Entrance

Route of Travel (ADAAG 4.3, 4.4,4.5,4.7):

1. Repair uneven paving.
2. Fill small bumps and breaks with beveled patches.
3. Do all ramps longer than 6 feet have railings on both sides?(ADAAG 4.8) No
  - a. Add railings
    - i. Railings must be sturdy, between 34 and 38 inches high
    - ii. Width between railings or curbs must be at least 36 inches.
4. Parking and Drop Off areas (ADAAG 4.6)
5. Reconfigure a reasonable number of spaces by repainting stripes
  - o 1 to 25 spaces requires 1 accessible parking
  - o 26 to 50 spaces require 2 accessible spaces

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases)

- With an 8 foot wide space, with minimum 8 foot wide access aisles, and 98

Inches of vertical clearance, available for lift-equipped van.

6. Entrance (ADAAG 4.13, 4.14, 4.5)

Is the threshold edge ¼ inch high or less, or of beveled edge, no more than 3/4 inch high? No

- There is a single step with a rise of 6 inches or less, a short ramp must be added.

Area # 53

1. Remove kitchen cabinet other appliances and convert this area in to regular office.

Important notes:

1. All areas
  - a. Replace all inaccessible knobs with lever or loop handles.
  - b. Interior and exterior metal doors require (< 5 lbs maximum) force to open. Must adjust the door closers and oil hinges or install lighter doors. (Door closers must not take less than 3 seconds to close).
  - c. Usability of Rest Rooms
    - i. Lavatories
    - ii. Soap dispensers and hand dryers need to be installed no higher than 48" and operable with a closed fist (in all restrooms)
2. All areas must be resurface and ready for inspection occupancy (to be use for office and counseling services).
3. All interior and exterior areas must be painted with an office neutral color (to be approved by STCADA).
4. Flooring damaged areas must be replaced.
5. Ref. to ADA check list existing facilities version 2.1

## Proposal Form

Proposal:

<b>Labor cost</b>	_____
<b>Materials cost</b>	_____
<b>Other (specify)</b>	_____
<b>Total</b>	_____

**Length of Time of Completion:** \_\_\_\_\_

**Renovations must meet America Disability Act**

\_\_\_\_\_  
Signature

Proposer Information

Name of Company\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address:\_\_\_\_\_

Signature of Person Authorized to Sign Proposal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Proposer must complete this document in its entirety in order for it to be valid.

## **COUNTY OF WEBB**

### **Terms and Conditions of Invitations for Proposals**

#### **1. GENERAL CONDITIONS:**

Proposers are required to submit their proposals upon the following expressed conditions:

- (A) Proposers shall thoroughly examine the drawings, specification schedule, instructions and all other contract documents.
- (B) Proposers shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of materials and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill in every detail the requirements of the contract documents of the County or the compensation of the vendor.
- (C) Proposers are advised that all County contracts be subject to all legal requirements provided for in county, state and federal statutes and regulations.

#### **2. PREPARATION OF PROPOSALS:**

Proposals will be prepared in accordance with the following:

- (A) All information required by the proposal form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which an entry is made.
- (B) Unit prices shall be shown and where there is an error in extension of prices, the unit price shall govern.
- (C) Alternate bids will not be considered unless authorized by the Invitation for Bids.
- (D) Proposed delivery time must be shown and shall include Sundays and holidays.
- (E) Bidders will not include Federal taxes or State of Texas limited sales excise and use taxes in bid prices since the County of Webb is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.

3. DESCRIPTION OF SUPPLIES:

Any catalog or manufacturer's reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate type and quality of material. Bidders are required to state exactly what they intend to furnish otherwise they shall be required to furnish the items as specified.

4. SUBMISSION OF PROPOSALS:

- (A) Proposals and changes thereto shall be enclosed in sealed envelopes addressed to the Webb County Clerk. The name and address of the bidder, the date of the proposal opening and the material or service bid on shall be placed on the outside of the envelope.
- (B) Proposals must be submitted in the forms furnished. Telegraphic bids will not be considered. Proposals, however, may be modified by telegraphic notice provided such notice is received before the time and date set for the proposal opening.
- (C) Samples, when required, must be submitted within the time specified, at no expense to the County of Webb. If not destroyed or used up during testing, samples will be returned upon request at the proposer expense.

5. REJECTION OF PROPOSALS:

- (A) The Purchasing Agent may reject a proposal if it is not satisfactory to Commissioners' Court because:
  - (1) The proposer misstates or conceals any material fact in the bid or if,
  - (2) The proposal does not strictly conform to the law or the requirements of the proposal, or if,
  - (3) The proposal is conditional, except that the proposer may qualify his proposal for acceptance by the County on an "All or None" basis or a "low item" basis. An "All or None" basis proposal must include all items upon which bids are invited.
- (B) No proposal submitted herein shall be considered if the proposer owes any delinquent taxes to the County of Webb at the time proposals are opened. In the event that the successful proposer herein subsequently becomes delinquent in the payment of his or its County taxes, such fact shall constitute grounds for cancellation of the contract.

- (C) No proposal submitted herein shall be considered unless the proposer warrants that upon execution of a contract with the County of Webb, he will not engage in employment practices which have the effect of discriminating against employees or prospective employees because of race, color, sex, creed, or national origin and will submit such report as the County may thereafter require to assure compliance.
- (D) The County may, however, reject all proposals whenever it is deemed in the best interest of the County to do so, and may reject any part of a bid unless the proposal has been qualified as provided in 5 (a) 3 above. The County may also waive any minor informalities or irregularities in any bid.

6. WITHDRAWAL OF PROPOSALS:

Proposals not are withdrawn after the time set for the bid opening, unless approved by Commissioners' Court.

7. LATE PROPOSALS OR MODIFICATIONS:

Proposals and modifications received after the time set for the proposal submission will not be considered.

8. CLARIFICATIN OR OBJECTION TO PROPOSAL SPECIFICATIONS:

If any person contemplating submitting a proposal for this contract is in doubt as to the true meaning of the specifications, or other proposal documents or any part thereof, he may submit to the Purchasing Agent on or before five days prior to scheduled opening a request for clarification. All such requests for information shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposal, if made, will be made only by Addendum duly issued. A copy of such Addendum will be mailed or delivered to each person receiving a set of proposals. The County will not be responsible for any other explanation or interpretation of the proposal made or given prior to the award of the contract. Any objections to the specifications and requirements as set forth in this proposal must be filed in writing with the Purchasing Agent on or before five days prior to the scheduled opening.

9. DISCOUNTS:

- (A) Prompt payment discounts will be considered in making the award provided the period of the discount offered is sufficient to permit payment within such period in the regular course of business.

- (B) Concerning any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.

10. AWARD OF CONTRACT:

- (A) The contract will be awarded to the lowest responsible bidder whose bid, conforming to the Invitation for Proposals, is most advantageous to the County price and other factors considered.
- (B) The County reserves the right to accept any item or group of items of this bid, unless the proposer qualified his proposal by specific limitations.  
Re Par. 5(a) 3 above.
- (C) A written award of acceptance mailed or otherwise furnished to the successful bidder results in a binding contract without further action by either party.
- (D) Prices must be quoted F.O.B. Webb County with all transportation charges prepaid, unless otherwise specified in the Invitation for Proposals.
- (E) Delivery time and prompt payment discounts, including time allowed for payment, will be considered in breaking of tie proposals.

11. PERFORMANCE DEPOSIT:

- (A) The successful proposer(s) must furnish the County of Webb a performance deposit in the amount set forth in the Invitation for Proposals. This deposit is not to be submitted with bids, but must be presented to the Purchasing Department upon notification.
- (B) The County of Webb will not enter a contract or issue a purchase order until the successful bidder has complied with the performance deposit provisions.
- (C) The performance deposit shall be in the form of a bond, certified check upon a State or National Bank or Trust Company signed by a duly authorized officer, thereof, or a certificate of deposit from such bank or trust company. All such bonds, checks and certificate of deposit shall be drawn payable to the order to the Webb County Treasurer and submitted to the Purchasing Agent's Office.



- (D) The performance deposit of the successful bidder(s) shall be returned by the County upon completion of the contract and final acceptance of all items in accordance with conditions thereof.
- (E) Failure of vendor to perform any of the services by this contract, within ten days of receipt of written demand for performance from County, or failure of vendor to correct or replace defective goods or products, within ten days from receipt of written demand will therefore, shall constitute a total breach of this contract, and shall be cause for termination. In the event of such termination the performance deposit shall be retained by the County of Webb as liquidated damages, based upon mutual agreement and understanding between vendor and County at the time this bid is solicited, submitted and accepted, that the County of Webb is a governmental agency engaged in public projects, and that the measurement of damages which might result from a breach of the terms and specifications herein is difficult or impossible to determine. Provided, however, that if in the opinion of the Purchasing Agent and the Commissioners' Court the failure of vendor to perform the conditions of this contract is occasioned by or is the result of acts or events over which the vendor has no control, said performance deposit may in whole or in part, as may be determined by the Purchasing Agent and the Commissioners' Court, be returned to the vendor. It is understood that such determination shall be entirely discretionary with the Purchasing Agent and the Commissioners' Court.

12. WORKERS' COMPENSATION INSURANCE COVERAGE:

The Workers' Compensation Commission has adopted Rule 110.110 effective with all bids advertised after September 1, 1994. The TWCC has stated that it is aware that a statutory requirement for workers' compensation insurance coverage is not being met. Therefore, Rule 110.110 requires that all bidders be covered under workers' compensation insurance to achieve compliance from both contractor(s) and governmental entities. **Attachment A** is provided in accordance with the requirements on governmental entities. Please read carefully and prepare your bid in full compliance to TWCC Rule 110.110. Failure to provide the required certificates upon submission of a bid could result in your bid being declared non-responsive.

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

This is to certify that \_\_\_\_\_ owes no delinquent property taxes to Webb County.

\_\_\_\_\_ owes no property taxes as a business in Webb County.  
(Business Name)

\_\_\_\_\_ owes no property taxes as a resident of Webb County.  
(Business Owner)

\_\_\_\_\_  
Person who can attest to the above information

**\* SIGNED DOCUMENT AND PROOF OF NO DELINQUENT OR OWED TAXES TO WEBB COUNTY.**

## Webb County

### Conflict of Interest Disclosure

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Webb County no later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire may be viewed and printed by following the link before:

By submitting a response to this request, the vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

The Webb County Officials who come within Chapter 176 of the Local Government Code relating to filing of Conflict of Interest Questionnaire (Form CIQ) include:

1. Webb County Judge Danny Valdez
2. Commissioner Frank Sciaraffa
3. Commissioner Rosaura Tijerina
4. Commissioner Jerry Garza
5. Commissioner Jaime Canales
6. Judge Elma T. Salinas Ender, Chairman, 341<sup>st</sup> Judicial District
7. Judge Oscar Hale, 406<sup>th</sup> Judicial District
8. Judge Joe Lopez, 49<sup>th</sup> Judicial District

Please send completed forms to the Webb County Clerk's Office located at 1110 Victoria, Suite 201, Laredo, Texas 78040.

**CONFLICT OF INTEREST QUESTIONNAIRE****FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**OFFICE USE ONLY**

Date Received

**1** Name of person who has a business relationship with local governmental entity.**2** ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3** Name of local government officer with whom filer has employment or business relationship.\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**\_\_\_\_\_  
Signature of person doing business with the governmental entity\_\_\_\_\_  
Date

Adopted 06/29/2007

### **Bid Bond**

A bid bond in the amount of 5% of the Bid issued by an acceptable surety shall be submitted with each bid. A certified check or Bank Draft payable to the Grant Recipient or negotiable U.S. Government Bonds (as per value) may be submitted in lieu of the Bid Bond.

### **Performance and Payment Bond**

Performance and Payment Bonds, - Requires all prime contractors which enter into a formal contract in excess of \$25,000 with the State, any department, board, agency, municipality, county, school district or any division or subdivision thereof, to obtain a Payment Bond in the amount of the contract before commencing with work and performance bond for public works contracts in excess of \$100,000.

The failure of the successful bidder to execute the agreement and supply the required bonds within ten (10) days after the prescribed forms are presented for signature, or within such extended period as the Grant Recipient may grant, shall constitute a default and the Grant Recipient may, at its option either award the contract to next lowest responsible bidder, or re-advertise for bids. In either case, the Grant Recipient may charge against the bidder the difference between the amount of the bid, and the amount for which a contract is subsequently executed irrespective of whether this difference exceeds the amount of the bid bond. If a more favorable bid is received through re-advertisement, the defaulting bidder shall have no claim against the Grant Recipient for a refund.

### NOTICE TO ALL BIDDERS

The Texas Workers' Compensation Commission has adopted Rule 110.110 effective with all bids advertised after September 1, 1994 and these changes affect your bid on this project.

The TWCC has stated that it is aware that statutory requirements provided for workers' compensation insurance coverage is not being met. Rule 110.110 is designed to achieve compliance from both contractors and governmental entities... This affects both of us on this project.

Providing false or misleading certificates of coverage, failing to provide or maintain required coverage, or failing to report any change that materially affects the coverage may subject the contractor(s) or other persons providing services on this project to legal penalties. This affects your subcontractors.

Therefore, the attached is provided in accordance with the requirements on governmental entities. Please read carefully and prepare your bid in full compliance to TWCC Rule 110.110. Failure to provide the required certificates upon submission of a bid could result in your bid being declared non-responsive.

According to TWCC, "This rule does not create any duty or burden on anyone which the law does not establish." Therefore, the county should not experience any increase in cost because of the need to comply with the Texas Worker's Compensation laws.

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Dr. Cecilia May Moreno  
Webb County Purchasing Agent

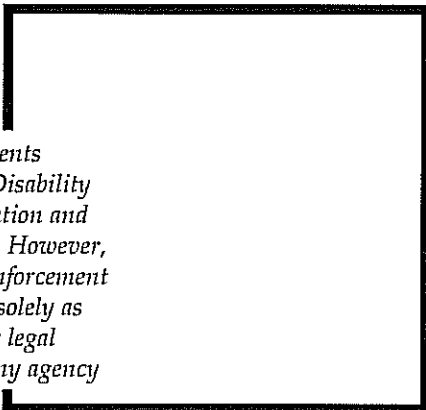
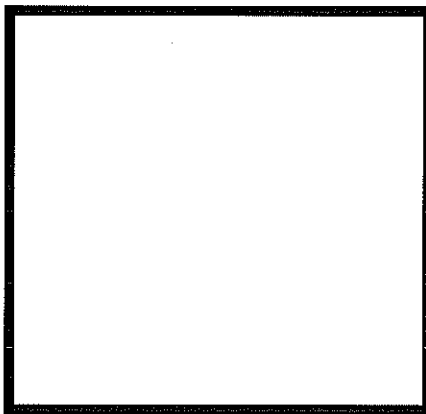
# Checklist for Existing Facilities version 2.1



To obtain additional copies of this checklist, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This checklist may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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Barrier Free Environments, Inc.

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## The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal

August 1995

# Checklist for Existing Facilities version 2.1

## Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

## Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

## Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.



## What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

## Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary


*Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.*

## How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. ***Be sure to record all dimensions!*** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol.  Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.

Priority

# 1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

## Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

Yes No


☐ ☐

- ☐ Add a ramp if the route of travel is interrupted by stairs.
- ☐ Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?


☐ ☐

- ☐ Repair uneven paving.
- ☐ Fill small bumps and breaks with beveled patches.
- ☐ Replace gravel with hard top.

 Is the route at least 36 inches wide?

☐ ☐  
width

- ☐ Change or move landscaping, furnishings, or other features that narrow the route of travel.
- ☐ Widen route.

 Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

☐ ☐  
distance from wall/  
height

- ☐ Move or remove protruding objects.
- ☐ Add a cane-detectable base that extends to the ground.
- ☐ Place a cane-detectable object on the ground underneath as a warning barrier.


**In order to be detected** using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

☐ ☐

- ☐ Install curb cut.
- ☐ Add small ramp up to curb.

## Ramps (ADAAG 4.8)

 Are the slopes of ramps no greater than 1:12?

☐ ☐  
slope

**Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.

- ☐ Lengthen ramp to decrease slope.
- ☐ Relocate ramp.
- ☐ If available space is limited, reconfigure ramp to include switchbacks.

## QUESTIONS

## POSSIBLE SOLUTIONS


### Ramps, continued

Do all ramps longer than 6 feet have railings on both sides?

Yes No

☐ ☐

☐ Add railings.


 Are railings sturdy, and between 34 and 38 inches high?

☐ ☐

☐

height

☐ Adjust height of railing if not between 30 and 38 inches.  
☐ Secure handrails in fixtures.

 Is the width between railings or curbs at least 36 inches?

☐ ☐

☐


width

☐ Relocate the railings.  
☐ Widen the ramp.

Are ramps non-slip?

☐ ☐

☐ Add non-slip surface material.


 Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?

☐ ☐

☐

length

☐ Remodel or relocate ramp.

 Does the ramp rise no more than 30 inches between landings?


☐ ☐

☐

rise

☐ Remodel or relocate ramp.

### Parking and Drop-Off Areas (ADAAG 4.6)

 Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):

Total spaces	Accessible
1 to 25	1 space
26 to 50	2 spaces
51 to 75	3 spaces
76 to 100	4 spaces


☐ ☐

☐

number of accessible spaces

Note widths of existing accessible spaces:

☐ Reconfigure a reasonable number of spaces by repainting stripes.

 Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?

☐ ☐

☐

width/  
vertical  
clearance

☐ Reconfigure to provide van-accessible space(s).

**At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).**

## QUESTIONS

## POSSIBLE SOLUTIONS

### Parking and Drop-Off Areas, continued

Are the access aisles part of the accessible route to the accessible entrance?

Yes No

☐ ☐

Are the accessible spaces closest to the accessible entrance?

☐ ☐

Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?

☐ ☐

Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?

☐ ☐

☐ Add curb ramps.

☐ Reconstruct sidewalk.

☐ Reconfigure spaces.

☐ Add signs, placed so that they are not obstructed by cars.

☐ Implement a policy to check periodically for violators and report them to the proper authorities.

### Entrance (ADAAG 4.13, 4.14, 4.5)

If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?

☐ ☐

**Do not use a service entrance as the accessible entrance unless there is no other option.**

Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?

☐ ☐


Can the alternate accessible entrance be used independently?

☐ ☐

☐ If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.

☐ Install signs before inaccessible entrances so that people do not have to retrace the approach.


☐ Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.

 Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?

☐ ☐

☐

clear opening

 Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?

☐ ☐

☐

clear space

**A person using a wheelchair or crutches needs this space to get close enough to open the door.**

☐ Widen the door to 32 inches clear.

☐ If technically infeasible, widen to 31-3/8 inches minimum.

☐ Install offset (swing-clear) hinges.

☐ Remove or relocate furnishings, partitions, or other obstructions.


☐ Move door.

☐ Add power-assisted or automatic door opener.

## QUESTIONS

## POSSIBLE SOLUTIONS


### Entrance, continued

 Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

Yes No

☐ ☐  
  
 height

- ☐ If there is a single step with a rise of 6 inches or less, add a short ramp.
- ☐ If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.

 If provided, are carpeting or mats a maximum of 1/2-inch high?


☐ ☐  
  
 height

- ☐ Replace or remove mats.

Are edges securely installed to minimize tripping hazards?

☐ ☐


- ☐ Secure carpeting or mats at edges.

 Is the door handle no higher than 48 inches and operable with a closed fist?

☐ ☐  
  
 height

- ☐ Lower handle.
- ☐ Replace inaccessible knob with a lever or loop handle.
- ☐ Retrofit with an add-on lever extension.


**The "closed fist" test for handles and controls:** Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.

 Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?

☐ ☐  
  
 force

- ☐ Adjust the door closers and oil the hinges.
- ☐ Install power-assisted or automatic door openers.
- ☐ Install lighter doors.

**You can use an inexpensive force meter or a fish scale** to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.

 If the door has a closer, does it take at least 3 seconds to close?

☐ ☐  
  
 seconds

- ☐ Adjust door closer.

## QUESTIONS

## POSSIBLE SOLUTIONS

Priority

### 2 Access to Goods and Services

Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.

#### Horizontal Circulation (ADAAG 4.3)

Does the accessible entrance provide direct access to the main floor, lobby, or elevator?

Yes No


☐ ☐

- ☐ Add ramps or lifts.
- ☐ Make another entrance accessible.

Are all public spaces on an accessible route of travel?

☐ ☐

- ☐ Provide access to all public spaces along an accessible route of travel.


 Is the accessible route to all public spaces at least 36 inches wide?

☐ ☐

☐

width

- ☐ Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.

 Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?


☐ ☐

☐

width

- ☐ Rearrange furnishings, displays, and equipment.

#### Doors (ADAAG 4.13)


 Do doors into public spaces have at least a 32-inch clear opening?

☐ ☐

☐

clear opening

- ☐ Install offset (swing-clear) hinges.
- ☐ Widen doors.


 On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?

☐ ☐

☐

clear space

- ☐ Reverse the door swing if it is safe to do so.
- ☐ Move or remove obstructing partitions.


 Can doors be opened without too much force (5 lbf maximum for interior doors)?

☐ ☐

☐

force

- ☐ Adjust or replace closers.
- ☐ Install lighter doors.
- ☐ Install power-assisted or automatic door openers.


 Are door handles 48 inches high or less and operable with a closed fist?

☐ ☐

☐

height

- ☐ Lower handles.
- ☐ Replace inaccessible knobs or latches with lever or loop handles.
- ☐ Retrofit with add-on levers.
- ☐ Install power-assisted or automatic door openers.

 Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?

☐ ☐


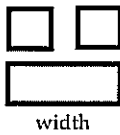

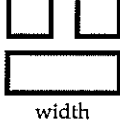

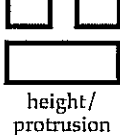

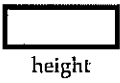
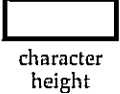
☐

height

- ☐ If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.
- ☐ If between 1/4- and 3/4-inch high, add bevels to both sides.

## QUESTIONS

## POSSIBLE SOLUTIONS

QUESTIONS		POSSIBLE SOLUTIONS	
<b>Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)</b>  Are all aisles and pathways to materials and services at least 36 inches wide?		Yes <input type="checkbox"/> No <input type="checkbox"/>  width	<input type="checkbox"/> Rearrange furnishings and fixtures to clear aisles.
 Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?		Yes <input type="checkbox"/> No <input type="checkbox"/>  width	<input type="checkbox"/> Rearrange furnishings to clear more room.
Is carpeting low-pile, tightly woven, and securely attached along edges?		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Secure edges on all sides. <input type="checkbox"/> Replace carpeting.
 In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?		Yes <input type="checkbox"/> No <input type="checkbox"/>  height/ protrusion	<input type="checkbox"/> Remove obstacles. <input type="checkbox"/> Install furnishings, planters, or other cane-detectable barriers underneath.
<b>Emergency Egress (ADAAG 4.28)</b> If emergency systems are provided, do they have both flashing lights and audible signals?		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Install visible and audible alarms. <input type="checkbox"/> Provide portable devices.
<b>Signage for Goods and Services (ADAAG 4.30)</b> Different requirements apply to different types of signs.			
 If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?		Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)
<ul style="list-style-type: none"> <li>• Signs mounted with centerline 60 inches from floor.</li> </ul>		Y <input type="checkbox"/> N <input type="checkbox"/>  height	
<ul style="list-style-type: none"> <li>• Mounted on wall adjacent to latch side of door, or as close as possible.</li> </ul>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).</li> </ul>		Yes <input type="checkbox"/> No <input type="checkbox"/>  character height	
<ul style="list-style-type: none"> <li>• Brailled text of the same information.</li> </ul>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
<ul style="list-style-type: none"> <li>• If pictogram is used, it must be accompanied by raised characters and braille.</li> </ul>		Yes <input type="checkbox"/> No <input type="checkbox"/>	


## QUESTIONS

## POSSIBLE SOLUTIONS

Yes No

### Directional and Informational Signage

The following questions apply to directional and informational signs that fall under Priority 2.

 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?

☐ ☐  
☐  
 letter height


☐ Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.

Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)

☐ ☐

☐ Review requirements and replace signs as needed.

### Controls (ADAAG 4.27)

 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?

☐ ☐  
☐  
 height

☐ Relocate controls.


**Reach ranges:** The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.

Are they operable with a closed fist?

☐ ☐

☐ Replace controls.

### Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)

 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?


☐ ☐  
☐  
 width

☐ Rearrange chairs or tables to provide 36-inch aisles.

Are the spaces for wheelchair seating distributed throughout?


☐ ☐

☐ Rearrange tables to allow room for wheelchairs in seating areas throughout the area.  
☐ Remove some fixed seating.

 Are the tops of tables or counters between 28 and 34 inches high?

☐ ☐  
☐  
 height

☐ Lower part or all of high surface.  
☐ Provide auxiliary table or counter.

 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?

☐ ☐  
☐  
 height/  
 width/  
 depth


☐ Replace or raise tables.



## QUESTIONS

## POSSIBLE SOLUTIONS


### Seats, Tables, and Counters, continued

 At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?

Yes No

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

- ☐ Provide a lower auxiliary counter or folding shelf.
- ☐ Arrange the counter and surrounding furnishings to create a space to hand items back and forth.

 Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

- ☐ Lower section of counter.
- ☐ Arrange the counter and surrounding furnishings to create a space to pass items.

### Vertical Circulation (ADAAG 4.1.3(5), 4.3)

Are there ramps, lifts, or elevators to all public levels?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- ☐ Install ramps or lifts.
- ☐ Modify a service elevator.
- ☐ Relocate goods or services to an accessible area.

On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- ☐ Post clear signs directing people along an accessible route to ramps, lifts, or elevators.

### Stairs (ADAAG 4.9)

The following questions apply to stairs connecting levels *not* serviced by an elevator, ramp, or lift.

Do treads have a non-slip surface?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- ☐ Add non-slip surface to treads.

Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------


- ☐ Add or replace handrails if possible within existing floor plan.

### Elevators (ADAAG 4.10)

Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- ☐ Install visible and verbal or audible signals.

 Are the call buttons in the hallway no higher than 42 inches?

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	
height	

- ☐ Lower call buttons.
- ☐ Provide a permanently attached reach stick.

Do the controls inside the cab have raised and braille lettering?

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

- ☐ Install raised lettering and braille next to buttons.

## QUESTIONS

## POSSIBLE SOLUTIONS

### Elevators, continued

Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?

Yes No

☐ ☐

If an emergency intercom is provided, is it usable without voice communication?

☐ ☐


Is the emergency intercom identified by braille and raised letters?


☐ ☐


### Lifts (ADAAG 4.2, 4.11)


Can the lift be used without assistance? If not, is a call button provided?

☐ ☐

 Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?

☐ ☐  
  
clear space

 Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?

☐ ☐  
  
height

- ☐ Install tactile signs to identify floor numbers, at a height of 60 inches from floor.
- ☐ Modify communication system.
- ☐ Add tactile identification.
- ☐ At each stopping level, post clear instructions for use of the lift.
- ☐ Provide a call button.
- ☐ Rearrange furnishings and equipment to clear more space.
- ☐ Move controls.

Priority

## 3 Usability of Rest Rooms

When rest rooms are open to the public, they should be accessible to people with disabilities.

### Getting to the Rest Rooms (ADAAG 4.1)

If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?

☐ ☐

Are there signs at inaccessible rest rooms that give directions to accessible ones?

☐ ☐

- ☐ Reconfigure rest room.
- ☐ Combine rest rooms to create one unisex accessible rest room.
- ☐ Install accessible signs.

### Doorways and Passages (ADAAG 4.2, 4.13, 4.30)

Is there tactile signage identifying rest rooms?

☐ ☐

Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.

- ☐ Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).

## QUESTIONS

## POSSIBLE SOLUTIONS


### Doorways and Passages, continued

Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?

Yes No

☐ ☐

- ☐ If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.


 Is the doorway at least 32 inches clear?

☐ ☐

☐

clear width

- ☐ Install offset (swing-clear) hinges.
- ☐ Widen the doorway.


 Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?

☐ ☐

☐

height

- ☐ Lower handles.
- ☐ Replace knobs or latches with lever or loop handles.
- ☐ Add lever extensions.
- ☐ Install power-assisted or automatic door openers.


 Can doors be opened easily (5 lbf maximum force)?

☐ ☐

☐

force

- ☐ Adjust or replace closers.
- ☐ Install lighter doors.
- ☐ Install power-assisted or automatic door openers.

 Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?


☐ ☐

☐

clear width

A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

- ☐ Rearrange furnishings such as chairs and trash cans.
- ☐ Remove inner door if there is a vestibule with two doors.
- ☐ Move or remove obstructing partitions.

 Is there a 36-inch-wide path to all fixtures?

☐ ☐

☐

width


- ☐ Remove obstructions.

### Stalls (ADAAG 4.17)

Is the stall door operable with a closed fist, inside and out?

☐ ☐

- ☐ Replace inaccessible knobs with lever or loop handles.
- ☐ Add lever extensions.

 Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?

☐ ☐

☐

length/  
width

- ☐ Move or remove partitions.
- ☐ Reverse the door swing if it is safe to do so.

## QUESTIONS

## POSSIBLE SOLUTIONS


### Stalls, continued

In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?

Yes No

☐ ☐

☐ Add grab bars.


 Is the toilet seat 17 to 19 inches high?

☐ ☐

☐ Add raised seat.

height

### Lavatories (ADAAG 4.19, 4.24)


 Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?

☐ ☐

- ☐ Rearrange furnishings.
- ☐ Replace lavatory.
- ☐ Remove or alter cabinetry to provide space underneath.
- ☐ Make sure hot pipes are covered.
- ☐ Move a partition or wall.

A maximum of 19 inches of the required depth may be under the lavatory.


clear space

 Is the lavatory rim no higher than 34 inches?

☐ ☐

☐ Adjust or replace lavatory.

height

 Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?

☐ ☐

☐ Adjust or replace lavatory.

height

Can the faucet be operated with one closed fist?


☐ ☐

☐ Replace with paddle handles.

Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?

☐ ☐

- ☐ Lower dispensers.
- ☐ Replace with or provide additional accessible dispensers.

 Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?

☐ ☐

- ☐ Lower or tilt down the mirror.
- ☐ Add a larger mirror anywhere in the room.

height


### Priority

## 4 Additional Access

*Note that this priority is for items not required for basic access in the first three priorities.*

When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.

### Drinking Fountains (ADAAG 4.15)

 Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?






☐ ☐

☐ Clear more room by rearranging or removing furnishings.

clear space

## QUESTIONS

## POSSIBLE SOLUTIONS

	Yes	No	
<b>Drinking Fountains, continued</b>			
 Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Provide cup dispensers for fountains with spouts that are too high. <input type="checkbox"/> Provide accessible cooler. <input type="checkbox"/> Replace the controls. <input type="checkbox"/> Place a planter or other cane-detectable barrier on each side at floor level.
Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?	<input type="checkbox"/>	<input type="checkbox"/>	
 Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?	<input type="checkbox"/>	<input type="checkbox"/>	
	height		
	height/protrusion		
<b>Telephones (ADAAG 4.31)</b>			
 If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Move furnishings. <input type="checkbox"/> Replace booth with open station.
	clear space		
 Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Lower telephone.
	height		
 Does the phone protrude no more than 4 inches into the circulation space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Place a cane-detectable barrier on each side at floor level.
	protrusion		
Does the phone have push-button controls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Contact phone company to install push-buttons.
Is the phone hearing-aid compatible?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the phone adapted with volume control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Have phone replaced with a hearing-aid compatible one. <input type="checkbox"/> Have volume control added.
Is the phone with volume control identified with appropriate signage?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the phone with volume control identified with appropriate signage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Add signage.
If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Install a text telephone. <input type="checkbox"/> Have a portable TT available. <input type="checkbox"/> Provide a shelf and outlet next to phone. <input type="checkbox"/> Add signage.